

CHECKLIST OF MINIMUM REQUIREMENTS

(Please print the document, fill out, and return to USOE)

for DISTANCE LEARNING ENDORSEMENT

(INSERVICE/COLLEGE COURSE WORK/DEMONSTRATED COMPETENCY)

(January 2003)

Name	School
SS#	District
Major	Minor
Home Phone:	Work Phone
Email Address:	
<input type="checkbox"/> For Endorsement (Applicant must have completed all requirements listed below) OR <input type="checkbox"/> For State Approved Endorsement Plan (2 Years)	
Applicant must have a current Educator License with an Elementary or Secondary area of concentration. Do you have a current Educator License? <input type="checkbox"/> Yes <input type="checkbox"/> No Have applied, is pending? <input type="checkbox"/>	
Date Submitted Date Reviewed	

A Distance Learning Endorsement will be added to the Level 1 or Level 2 license provided that the educator has met the following:

Boxes with an "X" indicate the minimum requirement within each level has been met.

☐ 1. A valid license with a Early Childhood, Elementary, Secondary or Applied Technology Area of Concentration for teaching in any grades K-12.

☐ 2. A specialized professional preparation from an accredited college or university consisting of 16 semester hours in the area of distance/technology education. The 16 hours shall consist of:

a. *An Introduction to Distance Learning.* Examines the definition, scope, and context of distance education especially as it relates to K-12 environments. Also explores the philosophical and theoretical foundations, historical development, and current trends in distance education

b. *Technologies and Tools for Distance Learning.* Explores the range of delivery systems and models. Participants learn to use a variety of tools such as hypermedia, hypertext, and multimedia, and computer conferencing software for remotely accessing information, creating visuals, and developing distance learning materials.

c. *Learning and Teaching at a Distance*. Focuses on the issues of learning and teaching at a distance. Participants study the needs of distant learners and develop strategies of effective practice for supporting and facilitating learning at a distance.

d. *Developing Distance Instruction*. Explores models and approaches to distance instruction. Participants apply a systems model in designing, developing and evaluating instruction for distant learners. A practicum covering classroom or online distance learning techniques (utilizing any current distance learning technology) shall be included.

[]3. Successfully participated in an EDNET Faculty Training Workshop conducted by the Utah State Office of Education and the Utah Education Network. (20 hours-including hands-on technical training and a 10 minute mini-lesson taught over Utah's EDNET system), within the least three years.

For more information contact: George T. W. Miller, Jr., EDNET Faculty Training Specialist, (801) 538-7790, E-mail gtmiller@usoe.k12.ut.us.

Complete the following as you apply for a Distance Education Endorsement:

- Mark the boxes with an "X" to indicate that the minimum requirement in each area has been met.
- Attach a copy of your transcript(s) and highlight corresponding classes.
- Attach a copy of your EDNET Faculty Training Certificate-issued by the USOE.
- If you wish, you may include a check for \$15.00 (Made to USOE) and a new teaching license, showing your endorsements will be sent to you. The notations of your endorsement will show on the CACTUS database system, either way.
- Send the above materials and the completed form to:

Utah State Office of Education

Attn: George Miller, EDNET Faculty Training Specialist

Educator Licensing

250 East 500 South

P O Box 144200

Salt Lake City, UT 84114

1/16/2003